

Week ending Friday .....						<b>OFFICE USE ONLY</b>			
Date	Day	Time Started	Time Finished	Less Lunch Period	Total Hours	NT	T½	DT	Other
	Mon								
	Tue								
	Wed								
	Thur								
	Fri								
	Sat								
	Sun								
<b>Total Hours (to nearest ¼ hour) for the week</b>									
<b>PAY:</b> Post <input type="checkbox"/> Collect <input type="checkbox"/> Bank <input type="checkbox"/>				<b>ASSIGNMENT:</b> Continuing <input type="checkbox"/> Finishing <input type="checkbox"/>					
<b>EMPLOYEE CERTIFICATION</b> I have worked the above hours and no injuries were sustained.									
<b>EMPLOYEE OHS DECLARATION</b> (please tick to select) Pursuant to my OHS reporting obligations under the BRS Terms of Business, I hereby declare that: <input type="checkbox"/> There are no matters to report which may relate to my health, safety and welfare and that there has been no fundamental change to my duties or system of work; or <input type="checkbox"/> The matters to be reported are contained in a fax with this time sheet.									
Employee Signature .....									
<b>Note:</b> Wages will not be paid until a time sheet has been signed by you and the client.									

**TIMESHEET OF:** .....

**POSITION:** ..... **DEPT:** .....

Client Company .....

Address .....

Reporting to.....

**CLIENT AUTHORISATION**

I confirm that the hours stated are correct and the work has been performed in a satisfactory manner. I understand that Temporary Staff are supplied in accordance with your Terms and Conditions of Business (see below). Should we employ one of your Temporaries, assigned currently or in the previous 6 months, a full permanent placement fee is payable. A reduced fee scale can apply after long term assignments. Direct re-employment as a Temporary attracts a Temporary fee.

**CLIENT OHS DECLARATION** (please tick to select)

Pursuant to our OHS reporting obligations under the BRS Terms of Business, I hereby declare that:

- Since the last time sheet, there are no matters to report that may affect the health, safety and welfare of this temporary employee and there have been no fundamental changes/proposed changes to the employee's duties or system of work; or
- The matters to be reported are contained in a fax with this time sheet.

Client's Signature .....

**TERMS AND CONDITIONS OF BUSINESS**

- 1 All Bowman Recruitment Specialists temporary employees are assigned under the care, control and supervision of the client and the client is responsible for all acts, errors and omissions of Bowman Recruitment Specialists employees be they willful, negligent or otherwise for the duration of the assignment.
  - 2 The Client agrees that they will adhere to the provisions of the Awards applicable to the Temporary Employee and that Bowman Recruitment Specialists is authorised to calculate invoice amounts in accordance with such awards. As award conditions are subject to change, charges to the client may be varied to ensure the continued compliance with such awards. Certain Awards require that the Temporary Employees, placed in assignments of over twelve months, be eligible for sick leave and public holidays. Bowman Recruitment Specialists will include such days in the invoice calculation. **PLEASE NOTE:** Within our award, a minimum 4 hours in any one day is required to be paid to the Temporary Employee.
  - 3 The hourly rate invoiced to the client includes temporary wages and allowances for all statutory charges e.g. Workers' Compensation Insurance, Payroll Taxes, Superannuation etc. Bowman Recruitment Specialists are responsible for PAYE tax and issuance of Group Certificates to temporary employees. **Trading terms are strictly 7 days.**
  - 4 When a client chooses to pay wages direct to temporary staff the client shall be responsible for all aforementioned allowances. Bowman Recruitment Specialists will charge a daily fee.
  - 5 Bowman Recruitment Specialists will pay temporary employees and invoice on the basis of the working hours shown on the timesheet. The client undertakes to have each timesheet authorised by an appropriate person.
  - 6 Bowman Recruitment Specialists will pay employees and invoice the client for such appearance monies as are designated by Award or Agreement in the event of an assignment being cancelled or postponed.
  - 7 All rates and conditions are subject to change without notice when affected by a variation in Award or Agreement conditions and will be adjusted from the date for implementation of the variation decision.
  - 8 Bowman Recruitment Specialists provide a four hour guarantee. If the client is in any way dissatisfied with the temporary supplied there will be no charge if Bowman Recruitment Specialists are notified within four hours of the commencement of the assignment.
  - 9 Testing and reference checking are carried out as far as is practical to do so. Bowman Recruitment Specialists make every effort to maintain high standards of integrity and reliability among our temporary staff. We cannot however accept any responsibility for any claim, loss, expense, damage or delay arising from any failure to provide staff for all or part of the booking or from any lack of skill, negligence, dishonesty or misconduct of the staff provided.
  - 10 Should a temporary employee be offered a permanent, part-time or temporary position either whilst working on, or during the 6 months following the completion of the assignment, a permanent placement fee will be payable by the Client in accordance with Bowman Recruitment Specialists standard rates. If the client refers details of the Temporary Employee to any other individual or entity and this results in a permanent, part-time or temporary position being offered to that Temporary Employee, then the client will be liable for the standard placement fee. The full fee will be based on the declared annual salary. Please note that the permanent guarantee does not apply in this situation.
  - 11 If the client seeks to recruit a Bowman Recruitment Specialists temporary employee to their own staff or any subsidiary, affiliated or related company within 6 months of the last temporary assignment with the client, the following permanent placement fee will apply and be invoiced to the client.

Temporary assignment, under 3 months	- Full Fee
Temporary assignment, 3 – 6 months	- ¾ Fee
Temporary assignment, 6 – 12 months	- ½ Fee
Temporary assignment, 12 months +	- No Fee
- The guarantee outlined under permanent selection does not apply when less than full fee is payable.
- 12 Should the client seek to transfer a Temporary Employee, currently assigned, to another employment agency a transfer fee will apply. Fee calculation will be based on the continuing term of the assignment with a minimum fee of \$500.00.
  - 13 The engagement of a Temporary Employee by the client will constitute acceptance of these Terms of Business.